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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

PUBLIC AFFAIRS

Phone: (703) 351-7676

2 August 1983

[Redacted]

STAT

Assistant Director
 World Affairs Council
 of Northern California
 Suite 200, World Affairs Center
 312 Sutter Street
 San Francisco, California 94108

Dear [Redacted]

STAT

In reference to your request on behalf of the World Affairs Council of Northern California, I am pleased to confirm that you will be meeting with the Deputy Director of Central Intelligence, John N. McMahon, and the Director of Soviet Analysis, [Redacted], on Friday morning, 30 September. From 10:00 a.m. to 12:00 p.m., Mr. McMahon will address the group on "Intelligence in the Eighties" and [Redacted] will speak on the "Soviet Threat". As you requested, biographies of your two hosts as well as a photograph of Mr. McMahon are enclosed. Also enclosed is a map with directions to the Central Intelligence Agency. We ask that you arrive at the Headquarters Building at approximately 9:45 a.m.

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At least ten days in advance of your visit, I must receive an alphabetized list of all attendees with full name, home address, date and place of birth, and social security number. Please include a brief statement from you that all attendees are U.S. citizens. The Agency cannot admit foreign nationals. Since it is helpful to our speakers, we would appreciate knowing the business affiliations of the attendees. Are any of them affiliated with the media? If we can have an off-the-record meeting, it will be more informative.

Please let me know if any handicapped persons will attend so that I can make special arrangements to assist them. Some form of identification must be shown to the

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2 August 1983

Page 2

receptionist upon entering the building. Since we have limited parking facilities, I will need to know the number and description of vehicles you will be arriving in. Buses should plan to stay here for the duration of your visit; otherwise, special arrangements must be made with the gate. Please notify me in advance of your visit so I may take care of any arrangements to be made.

The Agency allows neither hazardous equipment--such as weapons or explosives--nor cameras, recording devices, or radio transmitters to be brought into the building.

We look forward to the World Affairs Council of Northern California visiting us again. If you have any further questions, please call me at 703-351-7676.

Sincerely,

[Redacted] STAT

Public Affairs

Enclosures

PAO/[Redacted] 2 Aug 83/x7676

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